

MSC PARTNER MEETING

October 7, 2010

Call to Order – 10:34

Additions to Agenda
None

Roll Call

Missoula Public – Honore Bray, Elizabeth Jonkel, Lisa Mecklenberg-Jackson
Frenchtown HS - Steve White
Bitterroot – Trista Smith
FLC – Kim Crowley, Patty Jones
Hearst – Mitch Grady
Miles City – Sonja Woods
Mineral – Guna Chaberek
Drummond – none
Polson – Marilyn Trosper
NVPL – Renee McGrath
Simms HS – Mary Jane Johnson
Stone Child College – Helen Windy Boy
Lincoln County Libraries – Sami Pierson, Melody Condron
Miles City Community College – Ann Rutherford
Rosebud County Library – Cheryl Heiser
Plains Public Library District – Carrie Terrell
Libby Public Schools – Marlene Kelsch, Debra Erickson, Anita Dunnigan
Retired – Bruce Newell
MSC – Ken Adams, Bridgett Johnson

Meeting minutes – Honore Bray made motion, Patty Jones seconded all in favor passed

AGENDA ITEMS

Sarah McHugh update – Could not attend
Melody Condron- Duplicate records and hold problem

A lot of problems are caused by cataloging errors on the library end. Melody gave some examples of some errors and how long people have been waiting. Reminder that paperbacks can go on the hardback copies in fiction which will reduce many of the problems. Reminder to check if items go to bindery, discard, etc need to check for holds so that they don't linger forever in limbo. Individual records are appropriate sometimes if they are special but for the most part many can be combined. Volume numbers also need to be checked carefully. V delimitator causes a new record. So use carefully. Melody suggests that two reports should be run every once in a while. One report on patrons

that have been waiting for more than 2 months and one for items that have holds for more than 2 months. These need to be run in each library on a consistent basis.

Committee for Standard Operating Procedure – Elizabeth Jonkel

Karl Olsen would like a response and feedback through email KOlsen@missoula.lib.us

Karl Olsen will collate suggestions for committee and then will reintroduce to Partners. Monday October 18 and will review on next conference call.

Kim Cowley suggested we go through the SOP today since it needs to be completed asap. Sonja Woods recommended that Melody Condron and Patty Jones, committee members, lead the discussion.

Circulation rules

Kim Crowley suggested that the first bullet should be card holders instead of patrons. Replace patron with card holder throughout the whole document.

Sonja Woods read the old and the new and open each portion for discussion to make the conversation more streamlined. Kim Jones defined the restricted vs. unrestricted

Discussion about check out time and how it is mapped with library, patron and item type. This affects the holds process. Discussion about consolidating items types in order to streamline. DVD and DVD-Short are recommended for the Partners. But DVDs are only a small part of the problem. Melody suggested that the MT reps to the WY meeting speak to other consortiums about how they handle item type and check out periods.

As of January 1, MSLA will remove all cassettes and VHS. Partners who want them can take them.

Accounts and fines – add For Patron Items to the title word change “their” patrons

Paying fines at the libraries – “If eligible” and a little unclear.

HOLDS

Melody Condron reminded everyone that when cataloging fiction please attach to the same record regardless of paperback or not. If non-fiction is the same exact item just in paperback, they too should be on the same record. She gave several examples of holds that people have been waiting over 6 months for that wouldn't be a problem if the item had been on the correct record. She also recommended running two reports – one that shows holds for the library's patrons that are over 2 months old and one for holds on the library's items that are two months old. Most issues can be caught this way.

MISSING MATERIALS

And objection to not repaying libraries for lost materials was raised by Mary Kay Bullard via Cheryl Hesser. Many people reiterated that reimbursements would be very difficult due to lack of staff and

accounting difficulties. This problem had been looked into when Partners first started and it was determined that the amount of time and effort cost libraries more than exchanging money.

BY-LAWS

A draft of by-laws were presented and discussed. Kim Crowley and Cheryl Heser will continue to work on the by-laws.

Meeting adjourned 12:28pm